*PSD Early Childhood Integrated Work-Plan*

How Head Start Performance Standards, Colorado Preschool Program statute, rules, and regulations, and local, state, and federal regulations on early childhood, health, and IDEA are implemented throughout the program year in each component area. The plan is a road map for staff, parents, and interested community members linking all regulations to agency policies and procedures

***Acronyms and Abbreviations***

*CDHS………………………………………………………………………………………………..Colorado Department of Human Services*

*CFC…………………………………………………………………………………………………..ChildFind Coordinator*

*Comm………………………………………………………………………………………………Committee*

*CPP……………………………………………………………………………………………….…Colorado Preschool Program*

*C.R.S………………………………………………………………………………………………..Colorado Revised Statues*

*DLL…………………………………………………………………………………………………..Dual Language learners*

*DC………………………………………………………………………………………………….…Disabilities Coordinator*

*DH…………………………………………………………………………………………………….Dental Hygienist*

*EHS………………………………………………………………………………………………..…Early Head Start*

*EHSN………………………………………………………………………………………………..Early Head Start Nurse*

*ELOF……………………………………………………………………………………….……….Early Learning Outcomes Framework*

*ELSC………………………………………………………………………………………………...Early Learning Support Coordinator*

*ERSEA………………………………………………………………………………………….……Eligibility, Recruitment, Selection, Enrollment & Attendance Department*

*FCEC………………………………………………………………………………………….…..Family & Community Engagement Coordinator*

*FM………………………………………………………………………………………………..….Family Mentor*

*FMC……………………………………………………………………………………………….…Family Mentor Coach*

*FS………………………………………………………………………………………………..……Food Services*

*HP…………………………………………………………………………………………………….PSD Health Department Policy*

*HR…………………………………………………………………………………………….….….Health Registrar*

*HS………………………………………………………………………………………………….…Head Start*

*HSN………………………………………………………………………………………………….Head Start Nurse*

*HSPPS………………………………………………………………………………………….…..Head Start Program Performance Standards*

*IEP……………………………………………………………………………………………………Individual Education Plan*

*IFSP…………………………………………………………………………………………….…….Individual Family Service Plan*

*IS……………………………………………………………………………………………..……….PSD’s Department of Integrated Services- provides services under IDEA*

*LCE………………………………………………………………………………………..…………Language, Culture, and Equity Department*

*MHS…………………………………………………………………………………………………Mental Health Specialist*

*MOU………………………………………………………………………………………………..Memo of Understanding*

*MTSSC……………………………………………………………………………………….…….MTSS Coordinator*

*PBC………………………………………………………………………………………….………Practice-Based Coaching*

*PES……………………………………………………………………………………………….….Parent Education Specialist*

*PSD………………………………………………………………………………………………....Poudre School District*

*QRIS………………………………………………………………………………………………..Quality Rating and Improvement System*

*RFP………………………………………………………………………………………………...Request for Proposal*

*TT……………………………………………………………………………………………………Teaching Team*

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***Recruitment***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy/Procedure |
| Develop and implement a recruitment plan to actively inform eligible families of available services, including families of children with disabilities. | **Responsibility**  ERSEA Techs  **Monitor**  Director, ERSEA Coordinator | ERSEA Marketing, Recruitment & Outreach Plan & Timeline  Recruitment materials  Recruitment Activity Spreadsheet | HSPPS 1302.13  ERSEA Policy- P1 Recruitment   * [AC.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/AC.pdf)   PDF icon [GBEB.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/GBEB.pdf) | Update annually  Update annually  Ongoing as activities happen |
| Define recruitment, selection and enrollment priorities in conjunction with information from the Community Assessment. Enroll families in greatest need. | **Responsibility**  ERSEA Coordinator  **Monitor**  Director, Leadership | Community Assessment, Marketing, Recruitment & Outreach Plan & Timeline, Grant documents | HSPPS 1302.13  ERSEA Policy- P1 Recruitment  PDF icon [GBEB.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/GBEB.pdf) | Annually |
| Solicit applications from current families eligible to return the following year, waitlisted families, and new families.  Work with Foothills Gateway to successfully recruit and transition any child receiving Part C services.  To select those most in need, obtain a higher number of applications during recruitment process than openings available for the next year. | **Responsibility**  ERSEA Techs, Family Mentors, Office Staff, Child Find Coordinator/Foothills Gateway  **Monitor**  ERSEA Coordinator, Director, Leadership | All applications and forms  Waitlist  Referral to Foothills Gateway. | HSPPS 1302.13, 1302.14 (c), 1302.15 (b)  ERSEA Policy- P1 Recruitment  ERSEA Policy- P25 C to B Transition Process  Child Find: Evaluation | Updated Annually  Ongoing throughout year |
| Ensure all families with IEPs transitioning into the program are fully informed and supported in the transition and meeting the requirements to enroll. | **Responsibility**  Child Find Coordinator, Disabilities Coordinator  **Monitor**  ERSEA Coordinator, Director, Leadership | To be completed 18-19 – PSD transition policy | HSPPS 1302.60; 1302.61; 1302.62; 1302.63  ERSEA Policy- P25 C to B Transition Process  ERSEA Policy- P36 Transfer IEP  PSD Policy AC-E |  |

***Eligibility/Selection/Enrollment Process***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Verify age of child. Verify income of families. EHS families remain qualified throughout their years of participation. For 3-5 year-olds, income and any other qualifiers remain in effect for the current and succeeding year. Conduct in-person interviews to confirm eligibility unless an in-person interview is a hardship on the parent then conduct a phone interview.  Maintain signed eligibility determination records to verify income eligibility was determined and the items were viewed.  Maintain funded enrollment. Fill vacancies from the wait list within 30 days.  Ensure that no more than 35% of participants are within 101-130% of the poverty line.  Ensure that no more than 10% of participants are over 130% of the poverty line.  Ensure a child with a disability is not denied enrollment due to child’s needs.  Ensure parent participation in home visits is not a condition of child enrollment.  Ensure children who are funded with other sources are not considered part of the program.  Ensure no more than 3% of the program’s funded enrollment slots are reserved for children experiencing homelessness or foster care | **Responsibility**  ERSEA Techs, Office Staff, ERSEA Coordinator  **Monitor**  ERSEA Coordinator, Director |  | HSPPS 1302.12 (a, b, c, d, h, I, j, k), 1302.14 (c), 1302.15 (a)  CPP Act (22-28-106)  ERSEA Policy- P2 Intake and Inquiry  ERSEA Policy- P3 New Application  ERSEA Policy- P4 Eligibility  ERSEA Policy- P5 Follow up files  ERSEA Policy P25- Child Find Application Process  ERSEA Policy P9- Over Income Criteria  PDF icon [GBEB.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/GBEB.pdf) | Every application within 10 days of receipt |
| Maintain policies and procedures on violating eligibility determination regulations.  Provide training to governing body, policy council, management, and all new staff who determine eligibility on applicable federal, state, and local regulations and program policies and procedures. | **Responsibility**  ERSEA Coordinator  **Monitor**  Director, Leadership | Annual PD Calendar | HSPPS 1302.12 (l, m)  PDF icon [GBEB.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/GBEB.pdf)  PDF icon [GBEA.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/GBEA.pdf) | Review annually  Ongoing with every new hire |
| Annually review selection criteria based on results of Community Assessment.  Select children for enrollment based on the determined point system and selection procedure, regardless of disability, health care or medication needs.  Ensure ten percent of enrollment opportunities are available for children w/ disabilities. Prioritize students who qualify under IDEA for available slots. | **Responsibility**  ERSEA Coordinator, Leadership  **Monitor**  ERSEA Coordinator, ERSEA Techs | ERSEA Form B: Eligibility Determination Record  ERSEA Addendum D: CPP Eligibility  ERSEA Addendum A: Student Living Status- Homeless  ERSEA Addendum B: No-Income/Cash Income  Waitlist  Student Information System  Community Assessment | HSPPS 1302.14 (a, b), 1302.15 (d, f), 1302.14  ERSEA Policy P4- Eligibility  ERSEA Policy P8- Selection Criteria  ERSEA Policy P9- Over Income Criteria  ERSEA Policy P10- Enrollment/Selection   * [AC.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/AC.pdf)   PSD IHBIB | Review Annually  Ongoing |
| Maintain re-enrollment procedure to ensure continuity of enrollment for age eligible children. | **Responsibility**  ERSEA Coordinator  **Monitor**  ERSEA Coordinator, ERSEA Techs | ERSEA Form D: Re-enrollment Packet | HSPPS 1302.15 (b)  ERSEA Policy P15- Re-Enrollment |  |
| Secure transportation for students with an ITP or with Head Start funding limited to PSD busing routes.  Notify parents of rules for riding the bus. | **Responsibility**  ERSEA Coordinator, Transportation Department  **Monitor**  ERSEA Transportation Tech | ERSEA Form P: IS Individual Transportation Plan & Procedures  ERSEA Form J: Request for Bus Transportation  ERSEA Transportation Responsibilities/Expectations Form | HSPPS 1303.70  ERSEA Policy P26- Requesting Transportation for HS  ERSEA Policy P27- Requesting Transportation for SpEd Students | Ongoing |
| Follow applicable laws regarding immunization record requirements, including exclusion deadlines. Assist parents in bringing their child’s immunizations up to date. | **Responsibility**  HR,  **Monitor**  Health Coor.  Program director | Documentation and communication from physicians/clinics and parents; Colorado immunization information system data.  Health Update Form | HSPPS 1302.15 e,  1302.42  PSD JLCB, HP1, HP5, HP15 |  |
| Obtain advance authorization or written refusal for all health and developmental procedures and screenings. Inform guardians of type and purpose for screenings.  Obtain physician’s instructions and written parent consent to be able to administer medications.  Provide information on requirements and program options. | **Responsibility**  ERSEA Techs, HR, DH, EHSN, HSN, TT  **Monitor**  ERSEA Coordinator, HC | Authorization to release information forms  Dental Screening Permission Forms  Lions Club Photo Screening forms  Enrollment packet permissions form | HSPPS 1302.41 b 1, 1302.42 (c, d)  HP1, HP5, HP9, HP15, HP16  PSD JLCD |  |
| Determine child/pregnant woman’s health status and whether they have ongoing medical/dental providers. Assist parent/woman in accessing ongoing care and/or enrolling in state health care plans.  Work with parents to determine their child’s health, safety and mental health needs. Share information as needed with staff, parents and refer to appropriate providers. | **Responsibility**  FM, EHSN  **Monitor**  HR | Child plus reports; Documentation and communications from physicians/clinics and parents; Colorado immunization information system data; Health Care action plans; Authorization to release information forms; EHS prenatal enrollment packet, Prenatal Needs & Health History form; Health Update form. | HSPPS 1302.41, 1302.42, 1302.8  PSD JLCB, HP1, HP5, HP15 | Within 90 calendar days of first attendance for child  Within 30 days (after family mentor completes first HV) for women |
| Assess initial nutritional needs of child with guardian, including: eating patterns, cultural preferences, dietary restrictions, disability, and relevant assessments.  Provide information, referral and/or follow up for identified needs or concerns. | **Responsibility**  **Mentor, school nurse**  **Child Nutrition**  **Monitor**  **TT, HR** | Enrollment packet health questionnaire  Nutritional Assessment tool  Health Care Plan and  Dietary Modification form | HSPPS 1302.42 (b4)  CACFP production and documentation requirements; Free and Reduced lunch requirements  PSD JLC; EF; EFC |  |
| Ensure all enrolled pregnant women have access to comprehensive services and safe housing through appropriate referrals and follow-up. Track referrals in the student information system. | **Responsibility**  **Mentor, EHSN**  **Monitor**  **Mentor** | Student Information System  Family Support Survey; Home visit documentation | HSPPS 1302.80 |  |
| Enroll tuition-paying families and assisting them in understanding the requirements of the tuition-base program. | **Responsibility**  **Monitor** | Tuition Agreement form N; Tuition Non-payment letter; | ERSEA procedure- P41 Tuition-based accounts receivable procedure  ERSEA procedure- P-13 Tuition-based placement |  |

***Daily Program/Classroom Expectations***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy |
| **Meeting child needs on entry to the prog/classroom**  **Curriculum:**  Provide age-appropriate curricula that integrates all aspects of funding requirements and CO PK Standards.  Pre-plan all instruction and assessment methods; provide child-initiated and adult-initiated activities daily. Practice and encourage safety.  Use a variety of developmentally-appropriate strategies to promote and support child learning and development in all domains.    Schedule sufficient indoor and outdoor time to allow active child play and movement development as well as to support health. Physical Activity is never used as a reward or punishment. | **Responsibility**  TT  **Monitor**  ELSC, EC Coaches, Director, Ps & APs | PSD ECE Planning Framework and Landscape Curriculum  Lesson Plan Components  Lesson Plans, Samples  Daily Schedules  Formative and summative assessment data  Formative Assessment Leading to Formative Instruction procedure | HSPPS 1302.31 (b), 1302.32  ELS Procedures developing planning frameworks, individualization, meeting student needs on classroom entry | Update Annually |
| **DLLs:** Implement research-based, culturally sensitive teaching practices that support DLLs focusing on continued development of the home language as well as both English language acquisition. | **Responsibility**  TT, EC LCE Coach  **Monitor**  ELSC, Director, Ps & APs, LCE Director | Gold Assessment of Dual Language Learners  DLL Action Plan  TS GOLD | **HSPPS 1302.31**  [EC Action Plan\_2018-2019 (1) (002).docx](https://poudreschools-my.sharepoint.com/:w:/g/personal/rbenedict_psdschools_org/ES9ldm8qpyVJr3oR2SWu0GoBvC1vjUyXda4_twVyLjLfYQ?e=bpc7ZD)  TS Gold Manual xvi-xvii | Update Annually |
| **Assessment and MTSS:**  Conduct standardized and structured observation-based assessments for each child that provides ongoing information to evaluate developmental level and progress in outcomes aligned to the goals described in the Early Learning Outcomes Framework (ELOF) and CO PK Standards. Such assessments must result in usable information that allows for child individualization within the program year.  Use information from family and staff to determine a child’s strengths and needs, inform and adjust strategies to better support individualized learning and improve teaching  If warranted from the information gathered refer to the MTSS process. If a disability is suspected, with the parent’s consent, refer the child to PSD’s Integrated Services Assessment Team for a formal evaluation to assess a child’s eligibility for services under IDEA. | **Responsibility**  TT, FM  **Monitor**  ELSC, PFCEC, DC, Director, Ps & APs, Itinerants, Instructional Coaches, PSD MTSS and IS staff at buildings and centrally | Formative Assessment Leading to Formative Instruction procedure  TS Gold Assessment Tool  MTSS Flow Chart  Universal Strategies Document  Tiers 1, 2, 3 strategies  Screening tools  Developmental Screening referral process (mentors) | HSPPS 1302.33B  CPP Act (22-28-1081bIv) C.R.S and C.C.R.6.04  PSD JLDAC  [Developmental Screening Referral Process for Further Evalutation.docx](https://poudreschools-my.sharepoint.com/:w:/g/personal/rbenedict_psdschools_org/Ef5yZsQShudGuWigAsMVD9gBD_C1YEdd35RbubgEZpz5SQ?e=A6jhKj) |  |
| **MTSS and Disabilities:**  Ensure support for students exhibiting challenging and persistent behaviors that do not include expulsion.  Ensure enrolled children with disabilities are provided program services in their least restrictive environment and fully participate in all program activities. Students on an IEP or IFSP should receive the needed supports to be successful in their environment.  Individualize services for children using screening results, IEP, or IFSP. Develop and implement follow up plans.  Provide children with an IEP strong transition supports as they enter kindergarten | **Responsibility**  TT, FM  **Monitor**  ELSC, PFCEC, DC, Director, Ps & APs, Itinerants, Instructional Coaches, PSD MTSS and IS staff at buildings and centrally | MTSS Flow Chart  Universal Strategies Document  Tier 1, 2, 3 Strategies  Progress Monitoring data  TS GOLD assessment data  Formative Assessment Leading to Formative Instruction procedure  To be developed 18/19 – Kindergarten Transition Procedure | HSPPS 1302.17  PSD IHBIB, IMA  MTSS Flow Chart  HSPPS 1302.60  PSD IHBIB, IMA  HSPPS 1302.61 (a), (b), (c)  PSD IHBIB, IMA |  |
| **Volunteers:**  Actively recruit, train and use approved volunteers and parents throughout the program including volunteers who speak children’s home languages to support continued development.  Ensure volunteers are never left alone with children. | **Responsibility**  TT, ERSEA Techs, Partnership & Volunteer Program  **Monitor**  ELSC, Director, Ps & APs | Volunteer Application and clearance  Student Information System  CDHS regulations  18-19 to be developed PSD ECE for volunteers  Staff and volunteer affidavit statement on never leaving a child alone with a volunteer or unqualified individual | HSPPS 1302.92, 1302.94  PSD KJ PDF icon [KJ-R.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/KJ-R.pdf) |  |
| **Environment:**  All staff working with 3-5-year-old children must understand and follow all OHS Performance Standards, and Colorado Department of Human Services Office of Early Childhood (CDHSOEC) and Colorado Department of Public Health and Environment (CDPHE) regulations and any applicable district and local standards relating to safety and environment.  All staff working with 6-week-old to 3-year-old children must understand and follow all OHS Performance Standards, and Colorado Department of Human Services Office of Early Childhood (CDHSOEC) and Colorado Department of Public Health and Environment (CDPHE) regulations and any applicable district and local standards relating to safety and environment. Carolyn check with Nikki at next 1:1 | **Responsibility**  **For Training:** ECE Leadership  **For Implementation:** School OM, Custodian, Ps & APs, TT, FM, HSN EHSN, DH, TT, FM, contracted community partners  **Responsibility**  **Monitor:** ECE Leadership and Office Manager, HR, Ps & APs | Health and Safety checklist,  Staff training on regulations, Parent Handbook  Signed Standards of Conduct  Health Procedures- HP12;  Handwashing procedure and poster; Infectious disease policy; Diapering and Bathrooming procedures  MTSS, 504, IFSP, IEP, health, and other individual child safety plans  To be approved 18-19 -Early Childhood Employee Handbook  CDHSOEC and CDPHE child care regulations | HSPPS 1302.31 (c, d. e), 1302.21(d); 1302.46; 1302.47; 1303.74  CDHS (22-28-108 1a C.R.S.)  PSD IMA; JLCD; JLCDR; JLCCA; JLCCAR |  |
| **Attendance/Child Safety:**  Ensure children are safe when they do not arrive at school by reaching out with a phone call to primary guardians who have not contacted the program within one hour of start time.  Record attendance for all students daily within the first 15 minutes of classroom start time.  ECE staff members follow Attendance Procedure when chronic absence occurs.  Encourage child attendance on all scheduled service days. This would not be required if IFSP/IEP goals state fewer days. Homeless children’s chronic absence will be supported using community resources. | **Responsibility for recording attendance:** TT; FM  **Responsibility for attendance follow-up:** ECESS; TT & FM; Attendance Improvement Team (AIT)  **Monitor:** ECE Leadership; Ps & APs | Student information System – Child plus  Attendance Procedure  MTSS, 504, IFSP, IEP, Heaht and other individual child safety plans  Classroom documentation for vehicle and pedestrian safety. | HSPPS 1302.16 (a)  ERSEA Policy P16- Attendance  PSD JH/JHB | Annually  Ongoing |
| **Meals and Nutrition:** Provide minimum daily nutritional needs (high in nutrients, low in fat, sugar and salt) considering cultural and developmentally appropriate accommodations in family style settings.  Serve appropriate quantities and size of food for age of children with awareness of medical, physical, or dietary restrictions and requirements.  Design and ensure meal times are used as an extension of the learning process, including oral language development; to provide socialization opportunities, and to expose children to a variety of food experiences.  Create “family style” meal times and fully facilitate the participation of children with disabilities.  Schedule and serve meals and snacks as required for all programming. Serve with enough time to eat at appropriate times to meet individual child needs.  Provide, record, store, and handle food in compliance with Federal, state and local laws. | **Responsibility**  FM; TT; SFN  **Monitor**  HT; CACFP Inspectors; ECE Leadership; SFN department  **Responsibility**  FSN, TT; PES; FM; EHSN, N  **Monitor**  FSN department; ECE Leadership | Attendance; Record of Meals (ROM); Production Record (Menu); Financial Records  Student Information System  CDHSOEC and CDPHE Regulations  All Federal, state, and local regulations and laws  To be developed 18-19 -ECE Meals procedure  To be developed 18-19 -CACFP procedure  CACFP site visit form; Health Safety Checklist; Menus on PSD website  ROM; Meal Modification form; Health Care Action Plans | HSPPS 1302.31 (e); 1302.44  PSD EF  [Snack Audit form-ap (002).docx](https://poudreschools-my.sharepoint.com/:w:/g/personal/rbenedict_psdschools_org/ETMKkSgtvCNFtkM5xG1H6TEBJzaIcrmfthhF6j4-r8rl8g?e=Aoa1Cp) |  |
| **Rest Time:**  Implement an intentional, age-appropriate approach to accommodate children’s need to nap or rest including alternative quiet activities for children who do not need to rest.  Sleeping arrangements will use the mattresses required by state regulations and OHS to reduce the risk of sudden infant death syndrome. | **Responsibility**  TT; Center Directors  **Monitor**  ECE Leadership | 18-19 To be developed: ECE Rest time procedure | HSPPS 1302.31(e); 1302.47(b)4 i B; 5 ii; |  |
| **Rosters:** Preschool classrooms must limit class size to a maximum of 16 children with adult-child ratio of one to eight at all times. | **Responsibility**  ERSEA; TT  **Monitor**  ECE Leadership | Student Information System – Child plus | HSPPS 1302.21 b  CDHSOEC and CDPHE Regulations  CPP Act 22-28-108 |  |
| **Dental Hygiene:** Follow and promote proper dental hygiene for students by ensuring all children are assisted in brushing teeth with fluoride toothpaste daily.  Except for CPP-funded children at partner sites, provide dental screening and fluoride varnishing as needed and refer families in need of a dental home or follow-up. | **Responsibility**  DH, TT  **Monitor**  HC | Dental permission forms, classroom schedules  Student Information System  Enrollment packet; Authorization to release information forms | HSPPS 1302.43  Health Procedure- HP17 | Daily |
| **Prenatal Program:**  Provide a newborn visit to offer support and identify family needs for EHS prenatal participants. Refer family to community resources as needed. Provide information on postpartum health | **Responsibility**  FM, EHSN, MHS  **Monitor**  EHSN, HC, PFCEC | Student information system  Nutrition screens  Health Provider report  Family goal setting; Family Support Survey | HSPPS 1302.80 d; 1302.81 | Within 2 weeks of child’s birth |
| Provide EHS prenatal enrolled women, fathers, and partners educational information and experiences on prenatal and postpartum information.  EHS will assist pregnant women in assessing post-natal and partum care including nutritional status, food assessment and referral if necessary, to include mental health, substance abuse prevention and treatment and transition services. | **Responsibility**  FM, EHSN, MHS, DH  **Monitor**  HC, PFCEC, EHSN | Student information system  Nutrition screens  Health Provider report  Family goal setting; Family Support Survey | [HP24 EHS Home Visit Plan Prenatal Postpartum Newborn Timeline Procedure (002).docx](https://poudreschools-my.sharepoint.com/:w:/g/personal/rbenedict_psdschools_org/Ecg5gq9tbS9Bns0UClYQ0nIBsxeb-_4Ib5_y5DS4fLVdcA?e=9WLZ4z)  [HP27 EHS Newborn New Mothers Checklist form Procedure\_final (002).docx](https://poudreschools-my.sharepoint.com/:w:/g/personal/rbenedict_psdschools_org/EZQSUM5plPNIsDy2aUJkqu8Bl3bw8HhPYJB_w_qHNfuMRA?e=FnElLt)  [HP25 EHS Prenatal Postpartum Education Procedure\_final (002).docx](https://poudreschools-my.sharepoint.com/:w:/g/personal/rbenedict_psdschools_org/EWd-E8w8cVRHlaGlgC7m3UIBGzvOAGcbX5n5KCZED7M0AQ?e=s7dxkb) | Ongoing |
| **Home Visits:** Schedule home visits at a mutually available time unless parent requests alternative locations. Teachers visit every HS-funded student’s home twice per year.  Train and support all staff who visit family’s homes in safety and best practice.  Home visit plans must provide the needed supports for children and families to be successful in their environment.  Use home visits as an extension of learning and parent involvement and to gather information on the family’s situation/needs. | **Responsibility**  FM, Teachers  **Monitor**  PFCEC, FMC, ELSC | Student information System  A Comprehensive Look at Home Visitor Safety; Home Visit Safety Tips (HS)  Shared Involvement between Staff and Parents | HSPPS 1302.22  Section 645A of the HS Act  PFCE Policies-Requirements of EHS Home Visits and Socializations | Ongoing  August 1st, annually |
| Visits for EHS-funded children will last for a minimum of 90 minutes to assist parents in using the home as the primary learning environment and will occur weekly with a FM.  The purpose of home visits is to promote secure parent-child relationships and help parents provide high-quality early learning experiences through the use of an evidence -based curricula.  Plans for each home visit are created using information from ongoing assessments that individualize learning experiences also considering language and content needs of each family. | **Responsibility**  FM  **Monitor**  PFCEC, FMC | Curricula: Home-visit; Engaging Families in Literacy (Scholastic)  Tier 2, Tier 3 Home Visit Training  CDE Results Matter  Home Visit Observation Form p-3  Assessment and screening tools and activities  Family Support Survey; Parent Survey | HSPPS 1302.22 (c)  PFCE Policies--Completing the Home Visit Plan; Cancellations of Home Visits; Family Support Survey Completion; P-3 Weekly Transmittals  Developmental Screening and Referral Process for Further Developmental Evaluation | Weekly  3 x’s/year P-3  2x’s/year 3-5  Ongoing |

***Determining Child Needs***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy |
| **Determining child needs before entry to the prog/classroom:** Screen each child's development (hearing, vision, height/weight, motor, language, social, cognitive, perceptional skills, emotional skills, and behavior concerns) with a research-based, standardized screening tool. | **Responsibility**  ERSEA Coordinator, ERSEA Techs, FM, EHSN, HSN, MHS  **Monitor**  ERSEA Coordinator, CFC, HR | Developmental Screening Tools; Health Screening tools  ERSEA Form F: Screening Summary  ERSEA Form G: Screening Rubric  Dental and Vision Permission forms  Mental Health Referral  Required Paperwork with Center-Based Families  To be developed: ELS Policy on Developmental Screening and referral process for Further Evaluation | HSPPS 1302.30, 1302.33a, 1304.42 b  ERSEA Policies P 6 (Screening) and P 7 Child find review after screening  Health Policies HP 1, HP 5, HP 7, HP 15 | Within 45 calendar days of first attendance. |
| Explain screening results to parents.  Provide qualified bilingual staff to conduct or assist with screenings.  Ensure the screening result does not exclude participation in our program | **Responsibility**  ERSEA Coordinator, ERSEA Techs, Family Mentors, HR, DH, EHSN, HSN, TT  **Monitor**  ERSEA Coordinator, Child Find Coordinator, HC | Developmental Screening Tools; Health Screening tools  Screening results in Spanish and English  Enrollment packet Home Language Survey  PSD Request for Interpreter; ECE interpreters | HSPPS 1302.33 (a, c, d)  ERSEA Policy P6- Screening Procedure  ERSEA Policy P7- Child Find Review after screening  Health Policies HP1, HP5, HP9, HP15, HP16 | Within 45 calendar days of first attendance. |
| Use information from screenings, observations, parent interview and medical/dental evaluations to identify children in need of further evaluation or diagnostic evaluation. Ensure that those children who require a more formal evaluation following a general screening are seen in a timely manner (follow state and federal law.)  Ensure that approved, comprehensive, bias-free evaluation assessments are administered with fidelity by trained professionals and provided in the child’s primary language whenever possible.  Refer children to the Child Find Coordinator or appropriate service provider for further evaluation. | **Responsibility**  ERSEA Coordinator, ERSEA Techs, Family Mentors, Teaching Staff  **Monitor**  ERSEA Coordinator, Child Find Coordinator, ELS Coordinat | Developmental Screening Tools; Health Screening tools  ERSEA Form F: Screening Summary  ERSEA Form G: Screening Rubric  PSD Document Library: Child Find Birth to 21  Developmental Screening and referral process for Further Evaluation  To be developed 18-19 ELS procedure for further evaluation | HSPPS: 1302.33 (a, c)  ERSEA Policy P 6 – Screening procedure  ERSEA Policy P 7 Child Find revirew after screening.  [Developmental Screening Referral Process for Further Evalutation.docx](https://poudreschools-my.sharepoint.com/:w:/g/personal/rbenedict_psdschools_org/Ef5yZsQShudGuWigAsMVD9gBD_C1YEdd35RbubgEZpz5SQ?e=A6jhKj) | Ongoing |
| Support the development of the IEP or IFSP by providing relevant information, observations, assessments, and participation in appropriate meetings. Provide parents with interpretation, as needed, and copy of IEP or IFSP.  Ensure timely transitions for students. Gather IEP/IFSP documents for transfer students from the district of origin.  Retain copies of IEPs and/or IFSPs while students are enrolled in the program | **Responsibility**  Foothills Gateway; PSD ECAT, MCAT, and school assessment teams; IS ECE Liaison, ECE Director, and Specialist  **Monitor**  Disabilities Specialist; ECE Leadership | IDEA law  Results Matter  Indicator 7 results  Child Outcome documents  Student information systems; Enrich  To be developed IEP Transition procedure | HSPPS 1302.63  PSD JRA; JRC |  |
| Secure and schedule regular mental health services on site for identified children and families. Develop a responsive action plan with guardian input. | **Responsibility**  Assistant Director  **Monitor**  Mental Health Team | Student information system  EC Mental health referral procedure | HSPPS: 1302.45 |  |
| Support families in transitioning their children into their next placement. Encourage families to advocate for their children.  Establish relationships/visits with Kindergarten programs to ensure successful transitions for children, including transferring files, hosting meetings, and participating in the district-wide K transition event.  Maintain all services to children once enrolled, except for compelling reasons, until transitioning into public school. | **Responsibility**  ERSEA, Disabilities Coordinator, ERSEA EHS Tech, Family Mentors  **Monitor**  ERSEA, Disabilities Coordinator, PFCEC | IDEA, Results Matter  PSD ECE Transition Application (yellow)  EHS Transition Timeline; P-3 Transition Option form; Thompson Transition Option  ECE Parent Handbook  Transition Summary Sheet  Document for Transition Event; School to school transition form-Ann | HSPPS 1302.70, 71, 72  ERSEA Policies P3- New Application; P29 EHS Transition to K; and P31- EHS Transition with IFSP  PFCE Transition to Preschool Procedure | For EHS transition- 6 months prior to 3rd birthday |

***Program Supports for Families***

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| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy |
| Ensure parents and caregivers are aware of program policies & procedures as well as classroom routines and expectations.  Inform parents of site-based parent committee opportunities.  Provide guardians the opportunity to learn about and provide feedback on selected curricula and instructional materials used in the program. | **Responsibility**  **Monitor** | Center visit forms and Parent Handbook (Calendar); CDHSOEC and CDPHE Regulations  PSD ECE Workplan  Policy Council and school newsletters and fliers  District Advisory Board, School Accountability Committees, PTO/As, curriculum adoption committees | HSPPS 1302.41, 1301.4  Health Policies P1, P5, P9, P15, P16  Policy Council Bylaws |  |
| Give parents an opportunity to increase knowledge and skills and to be involved in their child's education, including health care, nutrition, mental health, volunteer training and opportunities.  Form a family partnership with parents. Avoid duplication of services on a preexisting plan. Focus on the family strengths and realistic goals, strategies and timelines and the benefits of programming. Give referrals/resources as needed for identified goals, needs, etc. Follow up to determine the partnership met parent needs and expectations.  Ensure parent participation in the classroom setting is voluntary. Inform parents of opportunities to participate in other community service goals.  Provide each family with information about family literacy ideas or activities they can use in their home. Refer families to family literacy events within the program and local community. Include family literacy events in Family Activity Events at the site level. | **Responsibility**  HR, DH, EHSN, HSN, TT, Center Directors, FM, FMC, MHS, PES  **Monitor**  EC Leadership | ECE and Center Parent Handbooks; volunteer handbook and procedures  Childcare Communications Guide and Procedure  Shared Involvement Form  EC Family Calendar  Family Support Survey  Getting to know your child form; Childcare Communication Log and Meeting Guidelines  Home visit Plan P-3, 3-5  Family Goal Sheet  Parent Teacher conferences and teacher communications | HSPPS 1302.40, 1320.41, 1302.45 (b5), 1302.50, 51, 52, 53  Completing the Home visit plan  HP 1, HP 5, HP15 |  |
| Engage EHS-enrolled pregnant women and other relevant family members in educational experiences and support services with a specific focus on factors that influence prenatal and postpartum maternal and infant health.  Engage EHS enrolled pregnant women and other relevant family members in supportive transition processes as the family moves out of prenatal EHS. | **Responsibility**  FM, PFCE PACT team, EHSN, MHS  **Monitor**  PFCEC | Student Information System  Prenatal Home Visit Plans  EHS Nurse visits and referrals | HSPPS 1302.82 | Ongoing |
| Help parents understand their child’s preschool progress, practices to support academic and social support, their rights and responsibilities concerning their child’s education, how to communicate with teachers, and community collaboration opportunities.  Provide parents the opportunity to increase their child observation skills. Share information to individualize their child’s education. | **Responsibility**  FM; TT  **Monitor**  PFCE and ELS Coords. | Center visit or individual entry visit; teacher home visits; Shared Involvement form; Progress Reports for children on IFSPs and IEPS; Parent Teacher conferences; ELS-Formative and Summative Assessment procedures  Monthly Spotlight  ECE and Partner Center Parent Handbooks  Family Support Survey  Family Goal Sheet | HSPPS 1302.34 |  |
| With consideration to language and cultural needs, provide program supports in the promotion and execution of overall child health and well-being. Provide training and collaboration for families regarding medical and oral health, safety, mental health, and nutrition.  Assess family strengths and needs to best individualize programming and supports.  Provide ongoing support to families in navigating systems to include: health insurance, diagnostic treatments, ongoing care. | **Responsibility**  HSN, EHSN, HR, TT; DH, PE  **Monitor**  HC | Home visiting curriculum  Health Objectives Form  Parenting classes plans  Home Visit plans;  Family Goal Sheet; Family Support Survey; Student information systems; T/TA plan | HSPPS 1302.43, 1302.45, 1302.46, 1302.50, 1302.52  Health Policy- P17 |  |
| **Group Socializations:** Offer opportunities for EHS- and HS-funded families to participate in a research-based parenting curriculum. Events and activities will build on families’ knowledge and offer opportunities to practice parenting skills to promote children’s learning and development.  Provide a variety of opportunities for parent interaction with the program, other families, and community resources throughout the year that are respectful and diverse, responsive to parent expressed needs as a group or individual. Ensure funds are available to support activities.  Provide group socializations and parent activities that are planned jointly with families, conducted with both child and parent participation, occur in a safe classroom, community facility, home or field trip setting, as appropriate.  Group socializations will provide activities with school -readiness goals in mind as well as provide opportunities for parents to develop parenting skills. | **Responsibility**  TT; PES, FM, EHSN, Center Directors, AD, PFCE Coord.  **Monitor**  Assistant Director; PFCE Coordinator | Principals of PBIS and PIWI are followed at all our socializations, classes, and events  PACT Planning Form  Event attendance tracking  Finance tracking and documentation | HSPPS 1302.22; 1302.35 (e); 1302.5; 1302.52 |  |
| Open facilities to all parents during business hours. Welcome parents to visit or participate.  Ensure there is a regular, comprehensive two-way communication system between staff and parents in the parent primary or preferred language or through an interpreter as feasible.  Encourage parents to participate in at least two conferences and two home visits per year; explain the benefits of home visits, screening and assessment results, and child’s progress. | **Responsibility**  Center Directors, TT  **Monitor**  ECE Program Staff | ECE and Center Parent Handbooks  Center-Based contracts  All staff complete training in use of assessment tool  Student Information System; Classroom information board and newsletters; Child Individual Plans/Parent Contact Log | HSPPS 1302.34 (b), 1302.50  PFCE Procedures- Completing childcare guidelines; Childcare Communications Guide and Procedure  Shared Involvement Form  ELS Formative and Summative Assessment Procedures |  |
| Include opportunities and support for parents of children with IEPs in understanding the process from beginning to end. | **Responsibility**  ELS, Disabilities, and CPP Coords.; TT; PES, FM, EHSN, Center Directors  **Monitor**  ECE Leadership; PFCEC, EC Asst Director, Director | IDEA; Results Matter  IS Parent involvement link on PSD Website; IS Handbook | HSPPS 1302.34 (a,b), 1302.62; 1302.15 (f)  Completing 45 Day Required paperwork with Center-based Families  ERSEA Procedure- P11, Including parents in IEP placements |  |

***Supporting Teachers and Staff***

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| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy |
| Provide a system of training and professional development to support staff in the effective implementation of the curriculum.  Monitor curriculum implementation and fidelity, and provide support, feedback, and supervision for continuous improvement of its implementation. | **Responsibility**  ELS Coordinator; PFCE Coordinator  **Monitor**  ECE Leadership | CDHSOEC and CDPHE Regulations; PD Course Proposals; ECE Employee Handbook; Training Certificates; PSD Employee Agreement; ECE Program Planning Cycle documents; 5D documents and links;  Required Universal Strategies Document; Lesson Plan components; Fabulous 4 for Little Treasures Curriculum; Coaching Cycle documents; PLC documents | HSPPS 1302.92  PSD HR-Teacher Evaluation Procedures  PSD IHA |  |
| Provide training and enforce a system of health and safety practices that ensure each child is always kept safe. | **Responsibility**  ECE Leadership  **Monitor** ECE Leadership | CDHSOEC and CDPHE Regulations and Training; Required Universal Strategies Document; Purple Binder; To be developed 18-19 Standards of Conduct form; Collaborate and respond to Inspection; Health and Safety Checklist | HSPPS **1302.47**  PSD Child Abuse Reporting Procedures |  |
| Train all personnel on program policies and procedures, standards of conduct, and in communicating with families of dual language learners. | **Responsibility**  ECE Leadership  **Monitor**  ECE Leadership | CDHSOEC and CDPHE Regulations and Training; ECE Assessment Home Language Survey, Student information system.  To be developed 18/19 – Comprehensive PD plan for employees in different employee groups | HSPPS 1302.90 |  |
| Provide 15 clock hours of professional development to meet requirements of childcare licensing and the HS Act. | **Responsibility**  ECE Leadership  **Monitor**  Director, Assistant Director, Office Manager | CDHSOEC and CDPHE Regulations and Training; PD certificates; Annual PD plan; training sign-in sheets; PD Course proposals; PDIS certificates | HSPPS 1302.92 |  |
| In alignment with OHS, PSD EC Coaches and coordinators who are CLASS: Pre-K Certified, or cooperating agencies will conduct observations and complete CLASS coding in select Pre-K classrooms. The CLASS data from these coding sessions will assist in determining the need and focus for Practice-Based Coaching cycles. | **Responsibility**  ELS Coordinator  **Monitor**  ELS Coordinator | CLASS coding results; CLASS protocol; CLASS Teaching Tips; CLASS training; CLASS training Suites; PBC coaching cycle forms; PSD Coaching documents and requirements | HSPPS 1304.16  To be developed 2018-2019 Need ELS procedure on CLASS coding |  |
| Improve child and family outcomes through targeted and individualized staff professional development.  Use the PBC Coaching model to identify and provide professional development to all instructional staff to identify strengths, areas of needed support, and intensive coaching.  Provide other evidence-based opportunities for professional development aligned with program performance goals. | **Responsibility**  ELSC, PFCEC, FMC, EHSN  **Monitor** | PFCE Mentor Coaching Plan  PBC Coaching Cycle  T/TA  Relationship-Based Competencies Assessment  Attendance training and monitoring | HSPPS 1302.92 |  |
| Except for Center Partner classrooms, provide training to classrooms and staff regarding oral health. | **Responsibility**  DH  **Monitor**  HC | Oral Health resources | HSPPS 1302.40, 1302.41  Health Procedure- P17 |  |
| Promote a culture that values children’s mental health, social and emotional well-being, and overall health by providing training on effective classroom management and positive learning environments, child mental health issues, mental health interventions, and limiting suspensions and forbidding expulsions. | **Responsibility**  ECE Leadership  **Monitor**  ECE Leadership | CDHSOEC and CDPHE Regulations and Training; PD certificates; Annual PD plan; Teaching Pyramid Modules 1-3b; PDIS certificates; MTSS flow chart; Restraint, Seclusion Required training; ECSE Required CPI training. Curricula in home visit and classroom programs. | HSPPS 1302.45  To be developed 18-19-procedure for suspensions and expulsion |  |

***Community Connections***

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| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy |
| Develop formal and informal community partnerships. Include current/past parents in all aspects of Early Head Start /Head Start: health, mental health, nutrition, education, literacy, childcare, special needs, child protective services, school districts, etc. Update any agreements annually.  Establish and maintain a health services advisory committee, including parents and the community. | **Responsibility**  ECE Leadership; Health Coordinator  **Monitor**  ECE Leadership; Health Coordinator | Health Advisory Committee agendas and sign-in sheets; Community partner participation with PFCE quarterly and Policy Council monthly; Contracts | HSPPS 1302.53; 1302.40  To be developed 18-19  Procedure for partnership and community connections needed-- |  |
| Ensure the Child Find process is comprehensive and thorough in finding children and connecting them with services across the community as appropriate. | **Responsibility**  ECE Leadership; PSD IS department  **Monitor**  ECE Leadership; PSD IS department | To be collected 18-19 -Documents needed here—Jessica, Hettie, Teresa | HSPPS 1302.61, 62, 63 |  |
| Take an active role in other community planning, communication, cooperation, information sharing to improve child services throughout. Document efforts to establish community partnerships. | **Responsibility**  FM, PES, Assistant Director  **Monitor**  PFCEC, Director | PSD and ECE Contracts  Student Information System | HSPPS 1302.53 (a, b)  PFCE Referral Tracking |  |
| Participate in the CO Quality Rating and Improvement System (QRIS). | **Responsibility**  ECE Leadership  **Monitor**  ECE Leadership | Colorado Shines System; Inspection Reports and Responses | HSPPS 1302.53 (b2) |  |
| Monitor Community partner sites in the same fashion as in-district sites including two site visits per year by Parent Advisory Council members. | **Responsibility**  CPP Coordinator  **Monitor**  ECE Leadership | CDE approval of current Coordinator visit system  Visit protocol--Rebeccca | CPP Act (22-28-105) |  |

***Management Systems***

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| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy |
| Identify and define service area in grant application. Obtain written approval for defined service area.  Start program services in a timely and efficient manner. Allow for reasonable public access to information. | **Responsibility**  ECE Leadership  **Monitor**  ECE Leadership | Main OHS Grant; PSD Catchment areas and school boundary maps | HSPPS 1302.11 (a) | For each 5-year grant period; ongoing |
| Complete community assessment once every five years to determine community resources, demographics, other programs serving same eligible children and families, and the needs of HS children and families.  Update community assessment every year for any significant changes. If changes, reexamine long/short range goals, program models, selection process, recruitment areas and center locations.  Use information from the community assessment to develop long/short range goals, program models, selection process, recruitment areas and center locations. | **Responsibility**  ECE Leadership  **Monitor**  ECE Leadership | Community Assessment; Self-Assessment; Action Plan; Main OHS Grant; Policy Council minutes and artifacts | HSPPS 1302.11 (b), 1302.102 | Annually; monthly |
| Estimate number of non-school days due to weather and unforeseen circumstances. Include in budgets and program plans means to make up days to prevent the number of service days from falling below 128. |  | ECE Program Staff and Parent Calendar | HSPPS 1302.21 C 6 |  |
| Ensure that children placed in the range of our funding sources receive the required number of contact hours per year for each funding source and placement.  Ensure EHS funded families must have 46 visits per year and 22 group socializations. HS-funded families will receive 6 visits per year, two of which include the teacher. |  | Classroom guidebook; ERSEA procedures; Student Information System; Policy Council Monthly Monitoring | HSPPS 1320.21, 1320.22, CPP Act 22-32-109  ERSEA Procedure – P 10 EHS Home Visits & Socializations and HS Home Visits |  |
| Evaluate, plan, and implement the program’s nutritional services and health care needs involving parents and the community.  Ensure special needs are incorporated into nutrition services. | **Responsibility**  PSD School Food and Nutrition  **Monitor**  Health Coordinator; nurses; school staff | Health questionnaires; Student Information Systems  ROMS, Production records,  Meal Modification forms | HSPPS 1302.42 b 4  ECE Child Nutrition Procedure on CACFP | Monthly |
| Monitor attendance regularly.  Inform families of attendance policies, procedures, and expectations.  When program attendance falls below 85%, analyze systemic issues and work with families, teachers, and mentors to address attendance problems. | **Responsibility**  ECE Leadership; QAT  **Monitor**  ERSEA Coordinator, PFCE Coordinator, ECE Assistant Director, Family Mentors | Student information system  Parent Calendar  ERSEA Enrollment Letter | HSPPS 1302.16 (b)  Attendance Procedure | Ongoing |
| Implement a system of management, including ongoing training, oversight, correction and continuous improvement in ensuring all facilities, equipment and materials, background checks, safety training, safety and hygiene practices, and administrative procedures are adequate to ensure child safety and program success. | **Responsibility**  ECE Leadership and governance; Facilities; Risk Management; HR  **Monitor**  ECE Leadership | Health documents and procedures; Inspection training and procedures; Program Planning Cycle documents and activity; HR Procedures | HSPPS 1302.47, 1302.90, 1302.101, 1302.102  HR Policies PDF icon [EC.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/EC.pdf)  PDF icon [ADF.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/ADF.pdf) |  |
| Complete annual reports. Complete reports to CDE describing the comprehensive plan for the CPP program. Complete Program Planning Cycle documents to comply with the HS Act.  Send out RFPs at least once every two years to assess whether alternative CPP community providers are available, and every three years to assess whether alternative EHS community providers are available.  Ensure performance reports reflect any changes, reasons for unmet goals and other pertinent information. | **Responsibility**  ECE Leadership  **Monitor**  ECE Leadership | CPP handbook from CDE; OHS website, program materials, and links; PSD Finance and Contracts procedures | CPP Act (22-28-105)  HSPPS 1302.53, 1302.102 d (2) |  |
| Use ongoing monitoring to ensure compliance with performance standards, policies and state regulations and reporting.  Ensure accuracy of Fall pupil counts to secure funding. | **Responsibility**  ECE Leadership; ECE staff; PSD Departments  **Monitor**  ECE Leadership | Policy Council Monthly Report; Student Information System; Quarterly Attendance report; File Audit Form M; | HSPPS 1302.102, 1302.103  CPP Act (22-28-105-22-28-108) |  |
| Ensure there is an effective, accurate and timely record-keeping system with confidentiality maintained on children, families and staff. Notify parents annually of privacy protection procedures.  Provide parents opportunities to review child’s education record. | **Responsibility**  ECE Leadership; PSD Departments  **Monitor**  ECE Director | Student Information Systems; Annual review of systems security and access | HSPPS 1302.101; 1303.21; 22; 23; 24  PSD Records Requests Procedures  ERSEA Procedure- P20 Records Retention & Privacy | Ongoing |
| Families are not charged fees for any part of the program outside of tuition for those that apply. | **Responsibility**  Director | Financial tracking and documents; Application | HSPPS 1302.18 |  |
| Ensure staff responsible for determining eligibility receive training on applicable federal regulations and program policies and procedures. | **Responsibility**  ERSEA Coordinator, ECE Assistant Director | Training Materials  Sign-in Sheet | HSPPS 1302.12 (m)  PSD GBEBD | Within 90 days of hiring and reviewed annually. |
| Notify staff and current parents of job openings. Give preference to qualified parents.  Hire qualified staff for the positions of: director, finance, education/disabilities, health, nutrition, mental health, parent involvement, family service consultation, teachers, paraprofessionals, family mentors, and coaches. Assign duties accordingly.  Ensure regular evaluations on job performance of each staff person.  Ensure all staff has an initial health examination and make mental health and wellness information available to staff regarding health issues that may affect their job performance.  Screen applicants for the most qualified. Recruit parents for the hiring process. Conduct reference checks.  Update the organizational chart and job descriptions outlining major and minor responsibilities and qualifications. | **Responsibility**  ECE program staff  **Monitor**  ECE program staff; PSD HR department staff | Position posting systems and records  CDHSOEC and CDPHE Child Care Regulations | HSPPS 1302.90 (b6); Act 648 (A); 1302.91; 1302.93    Employee Agreement, Articles 8.1 through 10.8.7   * GBGAPDF icon [ADF.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/ADF.pdf" \t "_blank)pdf * [GCE-GCF.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/GCE-GCF.pdf) * [GDE-GDF-R.pdf](https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies/GDE-GDF-R.pdf)   Classified compensation classification review procedures  Document Library- HR section  PSD Personnel Policies and Procedures |  |
| Ensure appropriate internal controls are in place to safeguard Federal funds.  Maintain administrative costs no more than 15 percent (maximum amount allowed) or reduce costs unless a wavier is granted.  Use USDA Child Nutrition Program funds as the primary source of meal service payment. Ensure food contracts are with licensed vendors. | **Responsibility**  Director, EC Assistant Director, Office Manager; PSD Finance  **Monitor**  Director, Office Manager, PSD Finance | Cost Allocation Plan; PSD Finance records and documents; PSD Child Nutrition applications, records, documents; Annual PSD ECE budget | Act 647 (a) (b) (c)  HSPPS 1302.44 b; 1303.5  PSD Finance Procedures  ECE PCard check out procedure |  |
| Ensure there is reasonable student accident, liability and transportation liability insurance. Ensure licensing of HS owned facilities & assurances that facilities are accessible for disabled children. | **Responsibility**  Director; PSD Director of Finance  **Monitor**  Purchasing; Contracts; Finance | PSD Contracts, Finance, and Risk Management Records and documents | HSPPS 1303.12  PSD Contracts, Finance, and Risk Management procedures |  |
| **Transportation:**  Ensure buses and staff meet all applicable safety standards including- emergency equipment, child restraints, storage of baggage, child roster procedures, bus monitor usage, driver qualifications and training, and bus monitor training.  Inspect buses annually by a licensed inspection program and daily by the driver for safety. Provide systematic preventive maintenance.  Ensure routing design is based on safety and child needs. | **Responsibility**  ECE Director and Assistant Director; PSD Director of Transportation  **Monitor**  Bus Drivers; PSD Transportation personnel and Director | PSD Transportation documents and records | HSPPS 1303.70-75  PSD Transportation procedures  PSD EEA-EEB |  |

***Program Governance***

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| Activity | Responsibility or Monitor | Evidence | | By When |
| Document | Policy |
| Ensure all governing body and policy council participants receive training on applicable federal regulations and program policies and procedures regarding determining eligibility. | **Responsibility**  CPP Coordinator, ECE Assistant Director | Training Materials; OHS website, links, materials  Sign-in Sheet | HSPPS 1301.5; 1302.12 (m) | Within 180 days of onboarding and reviewed annually. |
| |  | | --- | | Establish group composition and formation for Policy Council and site-based parent committee opportunities and maintain a formal structure of shared governance, decision-making and planning.  Ensure each governing body does not have identical membership or function and that staff or their immediate family are not a member of the Policy Council, except for occasional substitution for regular staff. Define roles/responsibilities for governing bodies. |   Seat a Policy Council as early as possible. | **Responsibility**  Director, EC Assistant Director, CPP Coordinator  **Monitor**  PC Executive Comm, Director, EC Assistant Director, CPP Coordinator | Policy Council, Executive Committee, and Board of Education Minutes, Roster, and Agendas  Policy Council Bylaws  Policy Council Sign-in Sheets | HSPPS 1301.1, 4; 1301.2, HS Act 642(c)(1)(B)642(C)  Policy council Bylaws  CPP Act (22-28-105) | Annually in Fall |
| Ensure that the PC body is composed of a majority of parents with children currently enrolled and of all program models.  The policy council and executive committee will advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families.  Elect PC members annually, with the term limitation of five years for both PC and Parent Committees. | **Responsibility**  Director, EC Assistant Director, CPP Coordinator  **Monitor**  PC Executive Comm., Director, EC Assistant Director, CPP Coordinator | Policy Council Minutes, Roster, Agendas, and Bylaws  Policy Council Sign-in Sheets  Policy Council Minutes | HSPPS 1301.3 b; 1301.4(b); HS Act 642(2)(B)(ii)(I)(II)  PSD Policy Council Bylaws | In Sept/Oct & ongoing to fill vacancies |
| Support PC in being a link for parents, the community and Board by encouraging and participating in formal and informal activities at the class level, assisting with family activity events, and resolving community and parent complaints.  Handle internal disputes pro-actively. | **Responsibility**  Director, EC Assistant Director, CPP Coordinator, Executive PC Comm., ECE Staff  **Monitor**  Director, EC Assistant Director, CPP Coordinator, Executive PC Comm. | Policy Council Bylaws; PSD Volunteer procedures;  PSD Impasse Procedures | HSPPS 1301.4(b)(1)(2)(3); 1301.6 (a)(1)(2)(3) | Ongoing  As needed |
| Reimburse some costs for parents participating.  Review and update Program Planning Cycle Documents with parent input and have PC approve.  Assure PC review and approval of all hires and terminations of the director and employees. | **Responsibility**  Director, EC Assistant Director, CPP Coordinator, Executive PC Comm.  **Monitor**  Director, EC Assistant Director, CPP Coordinator, Executive PC Comm. | PC Minutes, Handbook, Training, Agendas, Handouts, Workplan, Board minutes, Ad hoc Committee Minutes, Consultant Meeting Minutes, HR database, PC Bylaws, RM/Consultant Minutes; BOE Minutes (staff hiring | HSPPS 1301.3; 1301.3 e;)  ECE Workplan procedure | Monthly |